



STATE OF UTAH
invites applications for the position of:

Office Specialist II- UCI

SALARY: \$13.52 Hourly

OPENING DATE: 01/30/19

CLOSING DATE: 02/06/19 11:59 AM

**NUMBER OF
OPENINGS:** 1

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL
BACKGROUND
CHECK:** You must successfully pass a criminal history check.

**DRIVER
LICENSE
REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL
ADDRESS:** UCI - Central Maintenance 14402 South Pony Express Road
Draper, Utah

**RECRUITER
INFORMATION:** Dan Thompson Email: dpthompson@utah.gov Phone (801) 538-5532

**OVERTIME
EXEMPT:** No

**SCHEDULE
CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO
STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA
NOTIFICATION:** FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance

coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

JOB DESCRIPTION:



Are you searching for that career that has a friendly team environment? And want to be part of a team who is committed to producing excellent products and providing great service to customers? Then we have the perfect position for you! The Utah Correctional Industries (UCI) has an opening for an Office Specialist II in our Warehouse.

Principal Duties

As the Office Specialist II in the Warehouse you will be the initial point contact for all customers. Providing excellent customer service to the agency's internal and external customers. You responsible for the following duties:

- Prepare and/or process documents; review for accuracy and completeness; update information and/or evaluate against policy; compare elements for consistency or logical relationships, etc
- Scheduling and coordinating deliveries.
- Answering telephones
- Assisting customers with their will call orders.
- Entering data into a database.
- Retrieves data found in databases to generate requested reports.
- Maintains and/or creates files or record keeping systems. Sorts, labels, files and retrieves documents, or other materials.
- Receives and unpacks materials and supplies.
- Stocking.
- Sending archived documents off to be stored and retrieving information for GRAMA requests.

The Ideal Candidate

The model candidate for this position is someone who:

- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude.
- Can work independently with little to no supervision.
- Has a minimum of 6 months customer service related experience.
- Is very detailed oriented.
- Has great communication skills.

Why You Should Join Our Team

The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

Utah Correctional Industries is a self-supporting division of the Department of Corrections that contributes to public safety by reducing inmate recidivism by providing inmates meaningful jobs in a real world setting with an opportunity to learn job skills, obtain work ethics, and make lasting changes. For more information on the Utah Department of Corrections and UCI please click [here](#).

SUPPLEMENTAL INFORMATION:

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc..
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- **NOTE:** Department of Human Resource Management rules regarding promotions and transfers apply to current state employee.
- Current UDC employees hourly rate will be subjected to the Career Ladder.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #18706
OFFICE SPECIALIST II- UCI
DT

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Office Specialist II- UCI Supplemental Questionnaire

- * 1. The starting salary for this position will be at \$13.52 per hour. Are you willing to accept the salary listed?
 - ☐ Yes
 - ☐ No
- * 2. Please indicate the highest level of education you have completed. *College Credit Hours = Semester hours or equivalent.
 - ☐ High School/GED
 - ☐ Completed College Level Certification Program
 - ☐ Associates Degree
 - ☐ Bachelors Degree
 - ☐ Masters Degree
- * 3. Please select the number of years of professional experience you have working in customer service whether in person, by telephone, or other electronic means.
 - ☐ None
 - ☐ Up to six months experience
 - ☐ Up to one year experience
 - ☐ Up to two years experience
 - ☐ Up to three years experience
 - ☐ Up to four years experience
 - ☐ Up to five or more years experience

- * 4. Rate your work experience providing office and administrative support to staff and/or program?
 - ☐ No Experience
 - ☐ Limited Experience
 - ☐ Moderate Experience
 - ☐ Extensive Experience
- * 5. How many years experience do you have organizing and reviewing large volumes of differing documents?
 - ☐ None
 - ☐ Up to six months experience
 - ☐ Up to one year experience
 - ☐ Up to two years experience
 - ☐ Up to three years experience
 - ☐ Up to four years experience
 - ☐ Up to five or more years experience
- 6. Please describe your work-related experience in finding, gathering, collecting, and assembling information or data.
- * 7. In this position you will need to be proficient in Microsoft Word, Excel and Access and skilled with office automation software. Please select the programs you are proficient in.
 - ☐ Word
 - ☐ Excel
 - ☐ Access
 - ☐ FINET
 - ☐ M-Track
 - ☐ O-Track
 - ☐ Google Docs
 - ☐ Google Calender
 - ☐ Bomgar
 - ☐ Microsoft Powerpoint
 - ☐ CARE
 - ☐ UDOCA
 - ☐ Cactus
 - ☐ BCI
 - ☐ SONAR
 - ☐ ICOTS
 - ☐ OMS
- * 8. Rate your work experience reviewing documents for accuracy, tracking documents, resolving discrepancies and processing documents in accordance with established procedures.
 - ☐ No Experience
 - ☐ Limited Experience
 - ☐ Moderate Experience
 - ☐ Extensive Experience
- * 9. Please rate your work experience entering data in a database.
 - ☐ None
 - ☐ Minimal Experience
 - ☐ Moderate Experience
 - ☐ Extensive Experience
- * 10. Please indicate how you heard about this specific job posting.
 - ☐ State Jobs

- ☐ An External Job Posting Site (Monster, LinkedIn, etc)
- ☐ Social Media (Facebook, Twitter, etc)
- ☐ Advertisement (Newspaper, Internet, Radio, etc)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair

- * 11. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

☐ I acknowledge that I have read the statements above.

- * Required Question